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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 6 May 1953

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report--27 April through 2 May 1953

1. GENERAL

25X1A6a

a. Assignment of Transportation Officer to [REDACTED] Warehouse (new item)

Selection was completed this week of a representative of the Transportation Division to be assigned as Transportation Officer at the [REDACTED] Warehouse. Mr. [REDACTED] has been appointed and is currently engaged in research preparatory to establishing an operating office.

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25X1A9a

25X1C15a



c. Department of Navy Support (new item)



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2. PROJECTS AND STUDIES IN PROCESS

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Completion of Study Requested by ADD/A (new item)

A study was requested by Assistant Deputy Director (Admin.) of the feasibility of utilizing Rent-A-Car Service at [REDACTED]. The study was completed and report submitted stating that it was not feasible from either an operational or an economical standpoint. The covert offices were queried and replied that security would not permit use of rented vehicles. A cost analysis was prepared and it was determined that the Agency is operating its own vehicles at field offices with Government registration at 5.51 cents per mile and 6.61 cents per mile for vehicles with commercial registration. The estimated cost of hiring vehicles, but not including operating expenses (gas, oil, etc.), was 10.42 cents per mile.

3. OTHER ITEMS OF INTEREST

25X1A6a

a. Request for Transportation of Personnel to [REDACTED] (new item)

Transportation Division received a request from General Services requesting that tentative arrangements be made for the transportation of approximately [REDACTED] employees daily from Washington to [REDACTED] Warehouse. General Counsel has been requested to rule on the legality of transporting employees to and from work. This division is currently negotiating with cleared representatives of the [REDACTED] for rates of chartered vehicles.

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25X1A5a1

b. Selection of Additional Household Goods Packers (new item)

Arrangements are being made for the security clearance of three or more commercial packers in the Washington Area. The packers to be selected are to be used for the packing and boxing for export shipment of household goods and personal property of covert employees moving to overseas stations. It is desired to select packers of national reputation and affiliation to facilitate orders for movement from areas other than Washington.

4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVES

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A resume is shown below of the percentage of completion of the major objectives with the Transportation Division. It has been requested by Mr. [REDACTED] Ass't. to Ass't. Chief for Operations, that the Transportation Division add to its list of major objectives Preparation of Agency Regulations. At present this project is 20% completed. The balance of Major Objectives, Transportation Division, percentage completion, and pertinent remarks are as follows:

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a. Establish System for Projecting Cargo Requirements

In the absence of any projection of cargo lists by the operating division, Transportation Division has devised the following method of furnishing the Air Force with estimated space requirements. A review is made of past work loads and based upon this, space is requested to be allocated to this Agency by the Air Force. These estimates are furnished on or before the 10th of each month and are projected two months in advance. Estimates are based on the maximum space which may be needed rather than an average. When it appears that all space allocated will not be used, the Air Force is notified by the 25th of the month in order that cancelled space may be used by Agencies of the Department of Defense.

PERCENTAGE COMPLETED: - 100

b. Prepare and Implement Procedures and Policies for Movement of Personnel

PERCENTAGE COMPLETED: - 80

c. Develop Procedure for Collecting Operating Data

PERCENTAGE COMPLETED: - 100

d. Recruiting of Transportation Personnel for Duty at Depots

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(1) [REDACTED]

PERCENTAGE COMPLETED (On the part of Trans. Div.) - 100

(2) [REDACTED]

PERCENTAGE COMPLETED (On the part of Trans. Div.) - 100

(3) [REDACTED]

PERCENTAGE COMPLETED (On the part of Trans. Div.) - 60

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(4) [REDACTED]

PERCENTAGE COMPLETED: - 100

e. Establish Procedures for Preparing Agency-Wide Transportation Budget

PERCENTAGE COMPLETED: - 20

f. Determination of Agency Motor Vehicle Requirements:

(1) ZI Depots

PERCENTAGE COMPLETED: - 60

(2) [REDACTED]

PERCENTAGE COMPLETED: - 60

g. Integration of Air Maritime Division, Transportation Functions

PERCENTAGE COMPLETED: - 100

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